

TRANSFERRED EMPLOYEE APPLICATION FOR REIMBURSEMENT OF REAL ESTATE EXPENSES

PRIVACY ACT NOTICE: The information requested on this form is solicited under Chapter 57, Title 5, United States Code, and will be used to determine whether you are entitled to reimbursement for expenses incurred in the sale of your former residence and/or the purchase of your new residence. Disclosure is voluntary. However, if the information is not furnished, we will be unable to reimburse you. The information may be disclosed outside the VA as permitted by law or as stated in the "Notices of Systems of VA Records" which has been published in the Federal Register in accordance with the Privacy Act of 1974. Failure to furnish this information will have no other adverse effort.

I EMPLOYEE-CLAIMANT

NAME	MAILING ADDRESS <i>(Include ZIP Code)</i>	HAS EARLIER CLAIM FOR REAL ESTATE EXPENSES BEEN SUBMITTED FOR THIS TRANSFER?
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II TRANSFER DATA

OLD OFFICIAL STATION	NEW OFFICIAL STATION	DATE OF NOTIFICATION OF IMPENDING TRANSFER
TRAVEL AUTHORITY NO. AND DATE	DATE REPORTED FOR DUTY AT NEW OFFICIAL STATION	DATE SERVICE AGREEMENT SIGNED

III RESIDENCE PROPERTY DATA

ITEM	AT OLD OFFICIAL STATION	AT NEW OFFICIAL STATION
COMPLETE ADDRESS OF RESIDENCE		
NUMBER OF DWELLING UNITS ON PROPERTY		
SALE AND/OR PURCHASE PRICE	\$	\$
DATE OF CLOSING OR SETTLEMENT		
AMOUNT OF EXPENSE BEING CLAIMED	\$	\$

EMPLOYEE CERTIFICATION(S)

I hereby certify that the amount claimed in connection with the above sale represents only amounts actually paid by me and that title to the property was in my name and/or a member of my immediate family and was my residence when first definitely informed of my transfer.		I hereby certify that the amount claimed in connection with the above purchase represents only amounts actually paid by me and that title to the property is in my name and/or a member of any immediate family and is my new residence.	
SIGNATURE OF TRANSFERRING EMPLOYEE	DATE	SIGNATURE OF TRANSFERRING EMPLOYEE	DATE

IV APPROVALS

A. VA LOAN GUARANTY/HUD SALES CERTIFICATION	B. VA LOAN GUARANTY/HUD PURCHASE CERTIFICATION
The sales expenses claimed on this form are reasonable in amount and are customarily paid by the seller in the locality in which the property is located. <input type="checkbox"/> YES <input type="checkbox"/> NO <i>(IF "NO", please explain on a separate sheet)</i>	The purchase expenses claimed on this form are reasonable in amount and are customarily paid by a purchaser in the locality in which the property is located. <input type="checkbox"/> YES <input type="checkbox"/> NO <i>(IF "NO", please explain on a separate sheet)</i>
SIGNATURE AND TITLE OF THE OFFICIAL PROVIDING THIS TECHNICAL ASSISTANCE	SIGNATURE AND TITLE OF OFFICIAL PROVIDING THIS TECHNICAL ASSISTANCE
DATE	DATE
ADDRESS OF OFFICIAL PROVIDING THIS TECHNICAL ASSISTANCE	ADDRESS OF OFFICIAL PROVIDING THIS TECHNICAL ASSISTANCE

C. FINAL ADMINISTRATIVE APPROVAL FOR PAYMENT

AMOUNT \$	Payment of this claim is approved in the amount shown. If amount approved is less than amount claimed, see attached memo.
SIGNATURE AND TITLE OF OFFICIAL DESIGNATED TO AUTHORIZE PERMANENT DUTY TRAVEL IN STATION TO WHICH EMPLOYEE TRANSFERRED	
DATE	

**COSTS INCURRED AND PAID IN SELLING RESIDENCE AT OLD OFFICIAL STATION
OR PURCHASING RESIDENCE AT NEW OFFICIAL STATION LOCATION (OR BOTH)**

EXPLANATION	FORMER RESIDENCE	NEW RESIDENCE
1. BROKERAGE FEES: The sales commission paid to a broker or real estate agent for selling former residence. Also, fees for listing a residence and payment for multiple listing service, if not included in commission aid to the broker or agent.	\$	
2. ADVERTISING: Expenses paid for newspaper and other advertising when a direct sale is made without the services of a real estate broker or real estate agent.		
3. APPRAISAL FEE: The amount paid to a professional appraiser for establishing a suggested sale price for the residence.		
4. LEGAL AND RELATED COSTS: The amounts paid for costs of (1) searching title, preparing abstract, and legal fees for a title opinion, or (2) title insurance policy where customarily furnished by the seller, costs of preparing conveyances, other instruments, and contracts; related notary fees; costs of making survey, preparing drawings or plats, recording fees and recording taxes or other charges paid incident to recordation (e.g., mortgage discharge recording fees), etc.		\$
5. MISCELLANEOUS COSTS: Amounts paid in connection with sale of former residence and purchase of a new residence. (Normally, these expenses (except A) are paid by the purchaser; however, depending on local custom and practice, the seller may be required to pay some of them.)		
A. PREPAYMENT CHARGE: The amount paid as required in the mortgage or other security instrument as a charge for prepayment; or if not specifically required by the mortgage instrument, the amount paid limited to 3 months prevailing interest on the loan balance.		
B. LENDER'S APPRAISAL FEE: The amount paid for the mortgagee-lender's charge for residence appraisal.		
C. FHA OR VA APPLICATION FEE: The amount paid.		
D. CERTIFICATIONS: The amount paid for any required certifications as to structural soundness or physical condition of property, when required by mortgagee-lender, FHA or VA.		
E. CREDIT REPORT: The amount paid for credit or factual data report on the buyer, if required by mortgagee-lender, FHA or VA.		
F. MORTGAGE TITLE POLICY: The amount paid for mortgage (or lender's) title insurance policy only (as distinguished from a mortgage insurance policy on the life of the borrower and the additional costs for an owner's title policy).		
G. ESCROW AGENT'S FEE: The amount paid to an escrow agent, title company, or similar entity for closing a real estate transaction.		
H. STATE REVENUE STAMPS: The amount paid.		
I. SALES OR TRANSFER TAXES; MORTGAGE TAX, IF ANY: The amount paid.		
6. OTHER INCIDENTAL EXPENSES: Such other reasonable and customary charges or fees paid as may be authorized and not properly includable in items listed above. (Itemize and explain; if necessary, attach separate sheet.)		
TOTAL - FORMER RESIDENCE 1-3/ ▶	\$	
TOTAL - NEW RESIDENCE 2-3/ ▶		\$

NOTE: In accordance with the real estate expense provisions of Chapter 2 FPMR 101-7 Federal Travel Regulations, and Chapter 2, MP-1, Part II, costs of insurance against damage or loss of property, maintenance and operating costs and property taxes are not reimbursable. Also, mortgage discounts, points, interest on loans, and losses in connection with the sale or purchase of a residence due to price or market conditions are not reimbursable. Notwithstanding the above, no fee, cost charge, or expense is reimbursable which is determined to be a part of the finance charge under the Truth in Lending Act, Title I, Public Law 90-321, and Regulation Z issued pursuant thereto by the Board of Governors of the Federal Reserve System.

FOOTNOTES:

1/ The aggregate amount of expenses which may be reimbursed is this amount, however, reimbursement shall not exceed the limit set in MP-1, Part II, Chapter 2, paragraph 13k(3)(b).

2/ The aggregate amount of expenses which may be reimbursed is this amount, however, reimbursement shall not exceed the limit set in MP-1, Part II, Chapter 2, paragraph 13k(3)(b).

3/ If property is multiple family unit type (excluding condominium) expense will be prorated and allowed for residence unit only.